

TAB

~~RESTRICTED~~
Security Information

PERSONNEL DIRECTOR MEMORANDUM NO. 91-53

SUBJECT: Correspondence for Signature of the DCI, DDCI, or the Acting DD/A

1. The following procedures will be followed in respect to all communications prepared for the signature of the DCI, DDCI, or the Acting DD/A:

a. With the exception of the original and courtesy carbon, all carbons of communications prepared for the signature of the DCI and DDCI will reflect the Office symbol, originator, typist's initials, and two additional signature lines as illustrated in the following example:

OPD:GEMeloon:bks (Date)

Distribution:

O&l - Addressee

1 - Security Office

1 - Medical Office

1 - OPD Chrono

1 - OPD Reading

Originator: _____

Personnel Director

Concur: _____

Acting DD/A

b. The procedure outlined in paragraph "a", above, will be followed in respect to all communications prepared for the signature of the Acting DD/A with the exception that the two additional signature lines will be adjusted to simulate the following example:

OPD:PPD: [REDACTED] ca (Date)

Distribution:

O&l - Addressee

1 - Security Office

1 - Medical Office

1 - OPD Chrono

1 - OPD Reading

1 - PPD

1 - PPD

Originator: _____

Chief / PPD

Concur: _____

Personnel Director

ILLEGIB

ILLEGIB

STATINTL

STATINTL

Acting Personnel Director

RESTRICTED

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Acting Personnel Director	<i>[Signature]</i>	NOV 1953
2	<i>[Redacted]</i> 79-218	<i>RB</i>	9 Nov 53
3			
4			
5			

FROM		INITIALS	DATE
1	Chief / PR&DS	<i>RB</i>	6 Nov
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

Attached PDM concerning correspondence for the signature of the DCI, DDCI, and Acting DD/A. Your approval and signature are requested.

1-2 See charges required.

STATINTL

CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 Acting Personnel Director	<i>CLC/sm</i>	<i>12 Nov.</i>
2 PRDS-218 Curie		
3		
4		
5		

FROM	INITIALS	DATE
1 Chief / PR&DS	<i>PB</i>	<i>12 Nov</i>
2		
3		

- | | | |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> RETURN |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION | <input type="checkbox"/> FILE |

91-53

Remarks:

In accordance with your request, appropriate changes have been made in paragraph "b" of the attached PDM. Your approval and signature are requested.

No distribution external to the Personnel Office is recommended PB